



Early Detection Works Confidentiality Statement

Early Detection Works employees, volunteers, and service providers serving in various capacities have access to highly personal information regarding an individual's breast and cervical health history as well as income information. It is imperative that such information not be shared with anyone who does not have a professional or epidemiological need to know. This includes spouses, friends, co-workers and others.

The principles of confidentiality extend to paper records, on-line data management system records, and communications. Loss, misplacement of records or failure to keep them secure violates an individual's confidentiality by potentially exposing the record to anyone who finds them.

Early Detection Works employees, volunteers, and service providers that have access to the on-line EDW data management system, agree to keep Catalyst log-ins and passwords confidential to the user. In the case of a change of employment or duties that no longer require the use of the Catalyst system, system users will notify EDW staff to revoke system access.

Program success depends on whether individuals believe that **Early Detection Works** adheres to the principles of confidentiality. If in doubt of a situation, the supervisor should be consulted.

Failure to comply with the **Early Detection Works Confidentiality Statement** can result in disciplinary action up to and including termination.

I have read, understand and will comply with the **Early Detection Works Confidentiality Statement**.

Employee/Volunteer/Provider

Date

Supervisor

Date